Dear Archivists, Curators and Records Custodians:

The Idaho State Historical Records Advisory Board (SHRAB) is now accepting applications for grants funded by the National Historical Publications and Records Commission. Grants from $2,500 to $5,000 will be awarded to qualifying institutions and organizations for collections management, preservation grant based on a fifty (50) percent cash or other in-kind match. These funds should be used to improve public access to historical materials, help organizations adopt standard archival practices, and ultimately increase the public's awareness and appreciation of the archival community.

The SHRAB received a $35,000 grant from the National Historical Publications and Records Commission for grants to qualifying institutions in Idaho. Forms are attached.
The application deadline is March 2, 2012.

An application (along with instructions) can be submitted using the PDF form below.

If you have any questions please contact Rod House at rod.house@ishs.idaho.gov or David Matte at david.matte@ishs.idaho.gov

Sincerely,

Rod House
State Archivist
SHRAB Coordinator
rod.house@ishs.idaho.gov
(208) 514-2316

Idaho SHRAB community grants will provide a 50:50 matching grant to serve the following purposes:

1. Facilitate the identification, inventory, and indexing of historical records.
2. Facilitate the protection, conservation, and preservation of historical records using current professional standards, and making them widely available through bibliographic networks and the World Wide Web.
3. Expand the range and number of records that are available for public access.
4. Provide leadership in funding initiatives in appraising, preserving, disseminating and providing access to documentary sources, were particular emphasis is placed on digitalization of records for access on the internet.
5. Provide professional skills and practices to those organizations that manage the records and conserve the archives relevant to Idaho's documentary history.
6. Supplies and expenses of moving historical records to the Idaho State Archives.

Applications must be submitted by March 2, 2012, allowing a month for technical and SHRAB reviews. First-round projects will begin upon finalization of grant documents. All projects and final reports must be completed and submitted by **November 16, 2012**.

Proposals will be reviewed by an executive committee of the SHRAB to determine if:
a. All entry questions were addressed.
b. Proposal addresses the purpose statement.
c. All legal and supportive material is attached.

Priority may be given to those projects addressing the following:
a. Territorial records;
b. At-risk records;
c. Public records in private collections;
d. On-line indexing projects where indexes will be immediately available to the public.

For technical assistance pertaining to the grant proposals please contact the deputy coordinator, see contact information below. Competent proposals will be reviewed and ranked by the SHRAB. Should request exceed funding availability the SHRAB will assign a priority rank to them.

The SHRAB would anticipate awarding grants for $2,500.00 to $5,000.00. This is not intended to limit applicants to applying for more or less, depending on the specifics of their program needs.

The most critical final product expected is that of a thriving archival community, linked through professional standards and a shared sense of purpose. Secondary products that are anticipated include a growing collection of information regarding well-managed collections throughout the state; empirical data regarding the training needs of archival staff, and finite identification of fiscal needs of local repositories.

This will enhance the ability of the SHRAB to articulate and obtain the resources necessary to fulfill its mandates.

Administration

David Matte, the Deputy Coordinator of SHRAB will coordinate activities to provide applicants with technical assistance, in both self-assessment and the application processes; assign member of the project committee to grantees as appropriate; and monitor the outcomes. The Idaho State Archives staff can assist applicants with appropriate materials for baseline professional standards for records collections. Members of the SHRAB will have final approval and responsibility to monitor and evaluate all projects. SHRAB members may be assigned to a grantee as technical advisors as their background expertise so warrants.

The following will serve as the Executive Committee for the project; Rod House, David Matte, Duane Bogstie, and Jennifer Stevens.

(contact numbers & emails)
Rod House –(208)-514-2316 rod.house@ishs.idaho.gov or David Matte – (208)-514-2328
david.matte@ishs.idaho.gov

Proposals will address the following questions:

1. How does this project promote or increase public access to historical records?
2. How do these records document Idaho history and life?
3. What are the collaborative components of the project?
4. How will the outcomes of this project be sustained year to year?
5. How will this project be evaluated?
6. How will the results of the project be made public?
7. Include complete and certified copy of self-assessment.

Budget

You must provide a financial plan for the project. Clearly show which costs are allocated to grant funds and which will be met by cost sharing. This is a performance reimbursement grant and requires a 50:50 match in cash or other in-kind match.

A second sheet demonstrating calculations and the basis for cost analysis should be attached.

Cost categories to be discussed include:
1. Salaries/wages or consultant fees
2. Fringe benefits
3. Supplies/material
4. Services
5. Travel/Per Diem (Per State Travel Policies)
6. Other (please specify)

Required Attachments

1. Written approval and demonstration of financial support of the governing board.
2. A self-assessment certified by the governing board.
3. Certifications and Assurances required by NHPRC (National Historical Publications and Records Commission). This includes the following documents:
   a) Certifications Regarding Lobbying
   b) SF LLL – Disclosure of Lobbying Activities

c) SF 424B – Assurances – Non-Constructions Programs
d) IRS Form W-9

IDAHO SHRAB GRANT PROGRAM
Application Guidelines

The following is intended to provide guidance to non-profit organizations, educational institutions, state, local and tribal governments in developing and applying for grants to improve the status of records management and historical manuscript collections programs throughout Idaho Projects must be Idaho based.

Grantee institutions/personnel may and are encouraged to publish results of any work supported by the grant with proper acknowledgment of SHRAB/NHPRC funds.

Introduction

Provide basic information about the applicant organization. Cite organizational authority and current tax status. Describe institutional strengths and weaknesses.

Provide a summary of records management/archives experience and collection.

Needs

Identify the existing situation(s) and challenges presented. What is the <u>specific</u> need for which assistance is sought? What is the importance of the problem in relation to your overall archives and records management program?

Program

State the objectives of your project in both quantitative and qualitative terms.

Method

Describe the technical methods to be utilized, staffing and addition resources to be applied. Describe who will do "what, when, why and how". Provide a project timetable.

If a consultant is to be used, describe their appropriate (or desired) credentials as well as knowledge and skills specifically required for this project. Describe why existing staff cannot accomplish this task.

If a workshop is to be attended or provided, describe how attendees will be selected, curriculum developed/attended, and "extension of knowledge" throughout your organization.

Describe final product, distribution and publicity thereof.

Benefits/Outcomes

Describe how problem(s) will be resolved. Discuss how results will be sustained and/or products utilized. Discuss the type and volume of records affected and how the project improved public awareness and/or access to historical documents.

Administration

Describe staffing patterns related to this project. Attach job description or consultant scope of work statement for proposed or expanded personnel. Attach a brief resume of the project director, directly related staff, or consultant to be utilized.

Include a timeline of anticipated progress and accomplishments.

Evaluation

Describe the generally accepted archival and records management principles to be utilized in establishing your benchmarks. How will success/failure be judge?

Describe the level of public access to records before and after the project.

Describe any evaluation tools to be utilized in workshops or by your governing board should be included. This may include surveys, interviews, attendance, tests, etc.

Your proposal will be reviewed for completeness, conformity to applications requirements, and relevance to SHRAB objectives. Final evaluation will include a process evaluation (proposed timetable v. actual).

See SHRAB Strategic Plan

Resources

The Society of American Archivists sponsors a number of conferences and workshops across the country. You may obtain up to date information on the Internet, or contact:

> Society of American Archivists, 17 North State Street, Suite 1425, Chicago, IL 60602-3315.
> Telephone: (312) 606-0722
> Toll Fee: (866) 722-7858
> Fax: (312) 606-0728
> Website: http://www2.archivists.org/   and/or Northwest Archivists (This has changed)

Grant Matching

The attached "SHRAB Community Grant Request for Payment" form is the documentation needed to process your reimbursement payment. However, as outlined in the grant guidelines used when preparing the proposal at least a 50:50 match is required for the grant (i.e. for each dollar provided by the grant at least one dollar of match is required).

A Cash Match comes in the form of direct payment for supplies or services. For example, if the only cost for the grant is a storage unit, the grantee will receive up to half the expenditure as grant reimbursement and the balance will be considered cash match. Copies of the purchase receipts or paid invoice must be attached for documentation.

In-Kind Services Match can come in many forms, and it is sometimes difficult to determine just how much services are worth on an hourly rate. For most volunteer service use a rate of $16.51 an hour. It is required to document an in-kind match. Develop volunteer forms at the beginning of the project that document

- who worked
- what they did
- how many hours they worked
- the hourly rate

The volunteer forms are required to be submitted with the reimbursement request

Here is a rule of thumb for volunteer time:
If an electrician is volunteering their professional services as an electrician:
Their in-kind match rate is their hourly rate for similar work. If that same electrician is volunteering to sweep floors to make way for a new exhibit, then their match is $16.51 per hour.

Any project can be completely matched by cash, or completely matched by in-kind services, or the match can be a combination of cash and in-kind match. Documentation of match is required.

An itemized list is necessary, for example:

Budget Item Description	Grant Funds	Cash Match Spent	In-Kind Match	Total Project Budget
Exhibit Cases	$1,000	$500	$500	$2,000
Archival Supplies	$500	$500	$0	$1,000

REPORTING REQUREMENTS

Interim Report
Please submit a short (one or two page) status report to the Deputy Coordinator 6 months from the award date. The report must include information about the grant and financial activity, as well as whether the grant is on schedule. Please identify any problems that could impact the successful completion of the grant.

Final Reports
The final reports consist of a "Request for Payment and Financial Report" and a "Narrative Report". The Narrative Report must identify the project goals (per the grant application) and provide details on how the goals were accomplished. There are no specific criteria about the length of the report. We are interested in your experiences during the project, so please provide us with specifics; what went right, what did not go as well as expected, any suggestions for how we can improve the grants process, and any other information you would like us to have.

A sample questionnaire for the Narrative Report is shown below.

If you have photographs of your project, or if you developed any printed materials as a result of your project, or received publicity, please attach copies to your final report.

Please include the following:
   1.) Project Title

2.) Project ID Number
3.) Organizations Name
4.) Date of Report

Address the following:
1.) Describe your project and the need it was intended to meet.
2.) To what extent did the project achieve the stated goals from the original application? (Describe any approved changes made from the original application).
3.) Attach a copy of the evaluation procedures and describe the outcome of the assessment. Include news clippings, letters, reports and reactions from the community with the overall evaluation.

4.) Use one of the following that most closely applies to the project.
   a.) Highly Successful
   b.) Moderately Successful
   c.) Below Expectations
   d.) Limited Success

5.) Describe how you determined the success or failure of the project and any underlying causes.
   a.) The project will be continued as follows
   b.) The project will not be continued because
   c.) Additional comment

The Request for Payment and Financial Report should include the original grant budget by budget category with the corresponding amounts for SHRAB Federal dollars spent, cash match spent, and the non-cash in-kind services used as a match for the grant. The format for the Request for Payment and Financial Report is included in the grant packet. Legible copies of expenditure receipts and in-kind match documentation must accompany The Request for Payment and Financial Report. Please keep originals in your files should they be requested by the SHRAB or by an auditor.

Idaho State Historical Record Advisory Board
NHPRC Grant Simplified Project Application

Date: _____

Applicant: _____

Project Director: _____

Address: _____

_____

Contact Phone: _____

E-mail Address: _____

Title: _____

How does this project relate to the Idaho SHRAB goals and/or strategic plan?

Description of Project:

Description of Project (Continued)

BUDGET INFORMATION

	SHRAB/NHPRC Grant Funds (a)	CASH MATCH SPENT (b)	NON-CASH IN KIND MATCH (c)	TOTAL GRANT BUDGET (d) (a+b+c=d)
A. Salary and Wages	$	$	$	$
B. Fringe Benefits	$	$	$	$
C. Travel In-State	$	$	$	$
D. Travel Out-State	$	$	$	$
E. Supplies	$	$	$	$
F. Printing	$	$	$	$
G. Contractual Services	$	$	$	$
H. Telephone	$	$	$	$
I. Library Materials	$	$	$	$
J. Equipment	$	$	$	$
K. Other	$	$	$	$
TOTAL PROJECT COST (add lines A thru K for total of each column)	$	$	$	$

REQUEST FOR PAYMENT AND FINANCIAL REPORT
IDAHO SHRAB COMMUNITY GRANT PROGRAM

Please consider this an invoice to the Idaho State Historical Records Advisory Board Community Grant Program for $_____ (not to exceed the total amount of your grant award). In accordance with the grant application, we expended these funds to (list what you used for funds for amounts shown below). We have attached all original receipts for the below expenditures to this invoice.

Organization Name:	Reporting Period
Project Name:	☐ 1st. Qtr ☐ 2nd Qtr
Grant Project #: Approved Grant Amount: $	☐ Final Report

TOTAL PROJECT FUNDS

BUDGET CATEGORIES	TOTAL PROJECT BUDGET (column (d) from application)	SHRAB GRANT FUNDS SPENT	CASH MATCH SPENT	NON-CASH (IN KIND) MATCH	PROJECT TOTAL
Salaries (employees/volunteers)	$	$	$	$	$
Fringe Benefits	$	$	$	$	$
Travel	$	$	$	$	$
Equipment	$	$	$	$	$
Supplies	$	$	$	$	$
Contract Services	$	$	$	$	$
Library Materials	$	$	$	$	$
Printing	$	$	$	$	$

Telecommunications	$	$	$	$	$
Other (explain):	$	$	$	$	$
Other (explain):	$	$	$	$	$
Other (explain):	$	$	$	$	$
TOTALS	$	$	$	$	$

Certification:

I certify to the best of my knowledge and belief that this request is true, correct, and complete and that all outlays are for the purposes set forth in the grant application.

_____   _____

Signature of Authorized Fiscal Officer   Date

_____

Typed or printed name and title

Submit completed request for payment to:
Rod House
Idaho State Historical Society
2205 Old Penitentiary Road
Boise, ID   83712

FOR OFFICAL USE ONLY

Fund PCA _____   Date_____

Amount Approved $_____

_____
Signature of Authorized Reviewer